

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Headquarters Training/OTR

DATE: 1 December 1965

FROM : Chief, Operations Training, [REDACTED]

25X1A6b

SUBJECT: Name Check Coverage in OC and OFC

REF : Memo from C/HT to C/OT/ [REDACTED] dated 4 November 1965, same subject

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1. As requested in reference, we have reviewed our schedules to determine as accurately as possible the extent of our coverage of NAME CHECKS and have held some staff discussions of what else might be added to insure doing justice to the subject. With apologies for not having responded earlier, here are some of our views.

2. Although we do not have an individual presentation on the subject of NAME CHECKS, there is woven into our course a rather extensive coverage of the subject of field traces. It begins with our instruction on the AGENT ACQUISITION cycle and is later covered more specifically in a lecture/seminar on SOURCES OF BACKGROUND INFORMATION and in a seminar on OPERATIONAL APPROVALS. The latter includes discussion of Headquarters and field traces and instruction on PRQ Forms. Additionally during the course of the live problems, there are repeated occasions for the instructor acting the role of the operations officer to discuss the required name traces with the student. In the correspondence prepared by the student he notionalizes checks that have been made locally and presents to "Headquarters" the name trace requests. In these several ways the student becomes well acquainted with the requirements for name tracing and with procedures which are typical of those employed in field stations.

3. Except that the OFC is given only one live problem (as opposed to five for the OC) instruction in the various aspects of tradecraft is approximately the same for both courses. This means that the OFC gets the benefit of about the same coverage of the subject of NAME CHECKS cited above which we believe is sufficient for them. Conversely, we feel it might be well to expand slightly the coverage in the OC even at the risk of some repetition. Therefore, we will consider for future OCs a one- to two-hour lecture on the total subject. Tentatively we see this as a review of the coverage given in your INTRODUCTION TO CLANDESTINE SERVICES, selected portions of the CS NAME CHECK COURSE, and the OC lectures and seminars cited above so as to present to the students a composite view of field and Headquarters procedures. To assist us in the preparation of this lecture, we would appreciate having the study mentioned in paragraph 2 of reference - if that is now available - a brief of the materials you give in your lecture

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on CLANDESTINE SERVICES RECORDS SYSTEMS and suggestions as to what might be extracted from the CS NAME CHECK COURSE, together with any other pertinent information you have on hand. It also occurs to me that it might be useful to arrange a conference between the instructor(s) here who will be responsible for this and the instructors on your staff who give related lectures.

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